

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Notice of Termination of Flexible Spending Account (FSA) and Section 125 Plan Administration with Professional Benefit Administrators, Inc. (PBA)

REQUESTED ACTION: **Board Approval to contact PBA with Notice of Termination to be effective March 31, 2012.**

☐ Work Session (Report Only) **DATE OF MEETING:** July 26, 2011
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A

Vendor/Entity: PBA

Termination Date: March 31, 2012

Managing Division / Dept:

Support Services/Risk Management

BUDGET IMPACT:

☒ Annual
☐ Capital
☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

As part of their contract, our Employee Benefits Consultant/Broker Willis of Florida, Inc., has been tasked with securing proposals for the 2012 Plan Year for the county's Flexible Spending Account (FSA) and Section 125 Plan Administration.

The current provider for FSA and Section 125 Plan Administration is Professional Benefit Administrators, Inc. (PBA). This contract expires December 31, 2013. In the event PBA is not the successful candidate selected from the proposals solicited by Willis of Florida, Inc., it is necessary to give PBA proper notice of contract termination. The contract with PBA requires a lump sum payment of 6 months Administration Fees upon notice of cancellation. Angie Kirkland with PBA has confirmed with proper notice of termination no less than 6 months prior to the actual termination of services, Sumter County will be allowed to continue to pay the normal Administration Fee of \$4.24 per enrolled employee per month until the termination date with no penalty or lump sum payment requirement.

Staff requests approval to provide Notice of Termination by the end of July 2011 for the termination of the contract between PBA and the Sumter County Board of County Commissioners to be effective March 31, 2012.

Attached is a copy of the approved contract with PBA and email communication with Angie Kirkland from PBA.
